St James Priory

MEETING ROOMS – CHARGES (excluding VAT) - From JANUARY 2025

Meeting Room 1
Accommodates 40 people with overflow space for breaks and informal networking.
Easy access to Café .

£110 for up to a half day 08.45 – 12.45; 13.00 – 17.00 **£220 for up to a full day 08.45 – 17.00**

Meeting Room 2
Accommodates 8 people with overflow space for breaks and informal networking.
Easy access to Café.

£80 for up to a half day 08.45 – 12.45; 13.00 – 17.00 **£150 for up to a full day 08.45 – 17.00**

Large Meeting Room: Rooms 1 & 2 can be combined to accommodate 60 people.
Easy access to Café.

£160 up to a half day. 08.45 – 12.45; 13.00 – 17.00 **£300 for up to a full day 08.45 – 17.00**

Meeting Room 3: A 17th Century Period Room
Accommodates up to 20 people with overflow space for breaks and informal networking.
Easy access to Café.

£110 for up to a half day 08.45 – 12.45; 13.00 – 17.00 **£220 for up to a full day 08.45 – 17.00**

Additional Equipment:

Flipchart Stand, paper & pens: £10.00 Projector: £10.00 Screen £10.00. WIFI – Free.

Tea/Coffee and biscuits are provided at additional charge of £2.50 per person per Booking.

PLEASE NOTE:
CURRENTLY WE ARE UNABLE TO PROVIDE LUNCHES SO YOU WILL NEED TO MAKE YOUR OWN ARRANGEMENTS.

Our Charity relies on the income from the Meeting Room Hire and the food that we provide to fund our work with vulnerable people and to maintain the historic St James Church,

---

A £30.00 Fee will be charged for all cancellations made within 14 days of the Booking.
No Notification and No Attendance on date booked will be charged the full rate.

PLEASE CONTACT FOR CHARGES FOR HIRE OF THE CHURCH – info@stjamespriory.org.uk

St James Priory Project is a Charity and relies on revenue from the Meeting Rooms and Café to achieve its charitable aims.

JJ/ DEC/ 2024 Reg Charity No: 1104408
www.stjamespriory.org.uk